

Geel2000 Language Schools
Computer Department

Information and Communication Technology (ICT)

TECHNOLOGY

Name:...

Class:...

THEME 1

The role of ICT in our live

Lesson1
Explorer in action

- Albert Lin is an archeologist (عالم آثار), he thinks of how to explore the archeological sites without digging .
- There are different types of technology that enables archeologists to explore(where to dig and what they will found) **.**

First :The technology tools used b archaeologists to locate things underground :

1- **The GPR (Ground Penetrating Radar):** is a way to find the buried objects (metals) under the ground.

2- The Magnetometer: is a device that measures the magneticfield under the ground. It can find metal underground.

Second: The technological tools used b archaeologists to locate things above the earth surface :

1- Satellites :
Used for get more details and information about an area.

2- Drones: Discovering a region by the pilot's control over it while he is on the surface of the earth.

3- Global Positioning System (GPS):
Locate something by satellite .



The importance of technological tools for archaeologists is :

- Allow them to explore in (simple – easy – save effort and cost) ways.
- It helps them identify where determine the places they want to search .



Q1: Choose the correct answer from the following options:

1- Archaeologists use this tool to locate things above the ground……………….

a-Ground penetrating radar   b- magnetometer   c- GPS

2- You want to see if there are any old coins buried underground, you will use ……………

a- magnetometer   b-GPS   c- drone

3- You receive a message from a friend who is lost and want to try to find them, you will use ………….

a-ground penetrating radar   b- GPS   c- magnetometer

4- You want to find out if there are any old buildings under the ground, you will use ………..

a-ground penetrating radar   b- GPS   c- drone

Q2:Put (√) or (×):

1- The Global Positioning System (GPS) is use to explore underground minerals. (   )

2- The engineers relied on the magnetometer to locate the construction sites. (   )

3- Ground penetrating radar is used to detect objects buried underground. ( )

4- The goal of adding Global Positioning System (GPS) to smart phones is to detect the locations. (   )

5- The magnetometer device is used to discover metals underground. (   )

6- The magnetometer is used to determine directions via satellites. (   )

7- GPS is used to find places you might need to visit. (   )

8- Archaeologists use ground penetrating radar to find objects above the ground. (   )

9- Global Positioning System (GPS) connects to satellites to determine locations. (   )

Lesson2
The evolution of technology

1- **Pre-Mechanical Revolution Era From(3000 BC to1450 AD)**

- The era of the Communication between people was through pictures or drawings, as in hieroglyphic writings.

2- **The era of the mechanical revolution from (1450 AD to 1840 AD)**

- During this period, people managed to record and share a large quantity of information.
- The technological revolution begun .
- This era marked by the start of the use of the Pascaline machine ,which was an early calculator .

3- **The era of the Electro- machine revolution from (1840 AD to 1940 AD)**

- This period is the launch of the communication stage .
- The use of electricity , used for the first time in this era .
- There are new inventions appeared such as : the telephone , the recording device
- The first digital computer the first digital computer weighted 50 tons , 50 feet long and was 8 feet height and two feet wide and it was working with bulbs to operate the device .

4- The era of the electronic revolution from (1940AD till Now)

- Known as the era of the information revolution .
- The inventions of computers and laptops .
- New inventions have appeared that help :

1- Locating objects such as (satellite – GPS –online maps).
2- In communicating with other people , such as :(using e-mail and text messages)
3- Using software such as :
word processing program for writing on the computer.



How can technology be used in our daily life ?
To help facilitate the necessary work with the least time , effort and cost.



Q1. Choose the correct answer from the following options:

1-People started to communicate through pictures during........Age.
a -Electronic b-Mechanical c-Pre Mechanical

2-People recorded a tremendous amount of information during…….. age.
a -Electronic b-Mechanical c-Pre Mechanical

3-Electricity was first used during.........................age.
a-Electronic b-Mechanical c-Electro- Mechanical

4-The information explosion happened during .... age.
a -Electronic b-Mechanical c-Pre Mechanical

5-Personal computers, laptops and satellites are key advancement during …………. age.
a-Electronic b-Mechanical c-Pre Mechanical

6-………………is used as a means of communication in modern times.
a- Pens b - E-mail c-Pencils

7-The era of the electronic revolution was characterized by the existence of ………………..
a-laptop b-printer c- hieroglyphic symbols

8- The timeline of technological evolution is …………..

a-Word, Pen, Typewriter. b-Typewriter, Pen, Word. c-Pen, Typewriter, Word.

Q2:Put (√) or (×):

1- The mechanical age is the age in which electricity appeared. ( )

2- The Pascaline machine is one of the most widely used machines in our time. ( )

3- The discovery of letters and numbers helped bring information to the electronic age. ( )

4- The first digital computers appeared in the electro-mechanical age. ( )

5- The Pascaline is an example of technology from the Pre-Mechanical Age. ( )

6- Electricity was first used during the Electro-Mechanical Age. (

7- Satellites appeared in the era of the mechanical revolution. ( )

Lesson 3
Components of computer system

The computer :

- ✓ It is an electronic device work with electricity , its function is to process date
- ✓ It has the ability to store and process data and information.

You can use the computer to : Write documents .
Send email .
Browse the internet .
Play games .

Types of computers :

- Personal Computer (PC)
- Laptops
- Tablets devices
- Touch devices .

To be able to use computer you need to :

Keyboard : used for typing and commands are given to the computer .

Mouse : allows you to move things easily with it .

The display screen : allows you to see what you are doing on your computer. (visual information)

Speakers : hear the sounds and music.

A camera : allow others to see you .

A microphone :you can hear others .

We can divide the hardware of a computer into two parts :

1-Input Devices



2-Output Devices



Input Devices	
Component Name	The type of the entered
Keyboard	Letters and numbers
Mouse	Guiding statement
Touch screen	
Microphone	Sounds and music
Camera	Pictures and videos
Scanner	Text and pictures from paper.

Output Devices	
Component Name	The type of the entered
Screen	Visual information , text , image , and video files
Braille terminal	Text written in terminal Braille for the blind
Speaker **Speech synthesizer**	Audio information
Printer	Text and pictures on paper .



Q1:Choose the correct answer from the following options:

1- This component allows output of audio……………………

a-Speaker b-Screen c-Scanner

2- This component allows input of text and images from paper……………

a-Speaker b- Mic c- Scanner

3- This component allows input of audio…………………….

a- Speaker b- Mic c-Screen

4- We use keyboard to enter data then preview information on ………………..

a-Speaker b-Screen c-Scanner

5- ……………………. are used to communicate with audio and image.

a-Video calls b-Digital articles c-Digital blogs

6- The component responsible for entering the data for the computer is the ----

a-keyboard b-CPU c - printer

7- The camera and microphone are used in -------------

a-published articles b-text messages c-video calls

8- is used to copy paper inside the computer.

a-Display screen b- Scanner c-Speech installer

9- One of the devices that word processing software needs to write on your computer is ----

a-keyboard b- printer c-speakers

10- ………………… enables you to take the audio clips out of the computer.

a-The mouse b-The speaker c-The screen zoom software

11- One of the attached devices that you use during video calls is the -----------

a-printer b -scanner c –camera

12- The ………………… is responsible for processing data.

a-Printer b-screen c-CPU

13- The speaker allows ………………

a-Input Audio data b-Output audio data c -Printing papers

Q2.Put (√) or (×):

1-The computer converts information into data. ( )

2- A laptop is larger in size then a personal computer (PC). ( )

3- The microphone is an input device. ( )

4- The printer is an output device. ( )

5- Scanner is used to print images from your computer on paper. ( )

6- A keyboard is a device used to output data. ( )

7- We use scanners to transfer text and images from paper to our computers. ( )

8- You can see what you're doing in your device by looking at the display screen. ( )

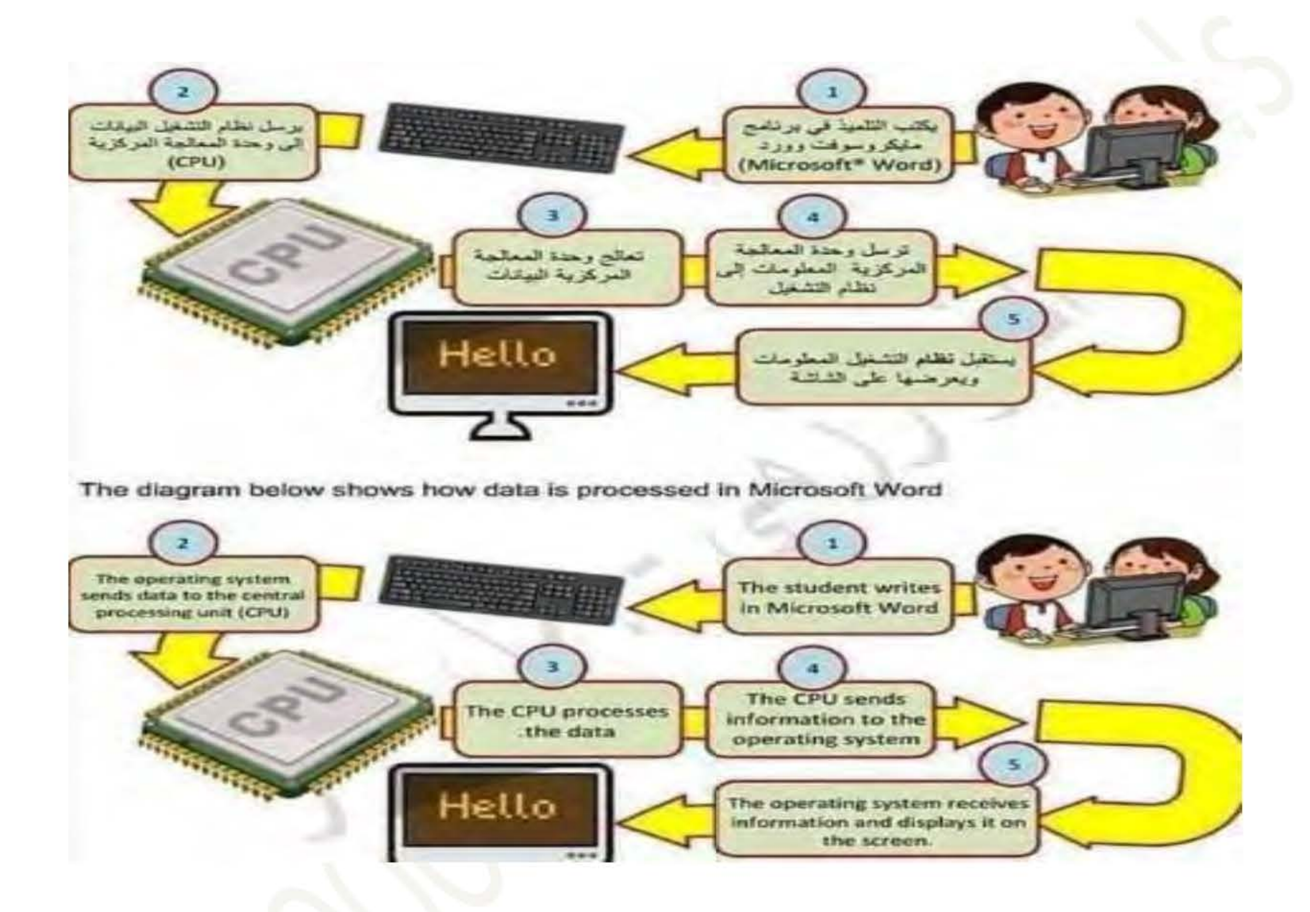
Q3. Put the correct name for the components of the computer:

Printer – Scanner – Screen – Microphone – Keyboard – Mouse – Speakers



Lesson 4
Software and operating systems

How the computer process data ?



<u>How does the computer communicate with and carry out your commands ?</u>

- We often use our devices for different goals , we use it to play , take note or browse the web .
- The application gives the command to your computer's operating system to access and open the program.



1- The program tells the operating system to access the program and open it.

2- The operating system talks to the CPU (Central processing unit)

3- CPU (Central processing unit): controls what and how data is processed.

4- CPU is a type of hardware & Word processing program is a type of software.

- **Windows** : it a computer operating system that runs various applications and manages all devices connected to the device.



- **Microsoft office word :** one of the best office programs used for writing topics , reports and articles .
- **Microsoft office excel :** it is used to do many different types of arithmetic operations , and it can also be used to create and design digital data tables.
- **Microsoft office power point :** it is used in making presentations for programs and designing some written advertisements for electronic companies .
- **Gaming apps :** programs for games or different types andstyles such as Fifa .



Exercise

Q1:Put (√) or (×):

1-The operating system is not necessary to deal with the computer. ( )

2-Presentation program (MS. PowerPoint) helps to display information. ( )

3-CPU is a type of software. ( )

4-Input devices in computer work on processing data. ( )

5-Output devices help in processing data. ( )

6-Word processing software is a type of device. ( )

7-The Central Processing Unit (CPU) is a type of software. ( )

8- Information is the final result we get after processing the data. ( )

9- Data entry is the last stage of access to final information. ( )

10- Removing Word program from your device helps solve most problems. ( )

Q2: Choose the correct answer from the following options:

1- ……It sends commands to CPU to control the processed Data and the way of processing.

a-MS Word b-Operating System c-Power Point

2- Physical parts of a computer are …………….

a-Operating System b-Hardware c-Software

3- A set of instructions that directs a computer's hardware to perform a task is called ……

a-Operating System b-Hardware c-Software

4- The ……. ……………… processes the Data and send information to Operating System.

a-Mouse b-CPU c- Keyboard

5- The Operating System receives ……………….. and shows at Screen.

a-Information b -orders c-Data

6- Information is considered the processing product of ……………..

a-Data b-digital blogs c-e-mail

7- **…………**is the connection channel between user and CPU to achieve commands

a-Operating system b-Software c-Hardware

Lesson5
Supporting People of determination

- **<u>People of determination :</u>** are people who couldn't do something or found difficulties to do some things.
- **<u>The assistive technology:</u>** all technological means that helps us in our daily lives ,especially those with determination , and their own technological means can help them with takes the find it difficult .



Example, for a successful person who is determination

- Albert lane engineer and explorer has an expert leg , but he hasn’t let that stand in the way of his success .
- He’s still doing all the things he used to do, like exploring different places around the world and if it wasn’t for the prosthetic leg he got thanks to assistive technology , he wouldn’t have been able to do this.

<u>Types of the assistive technology:</u>

1- Hearing aids

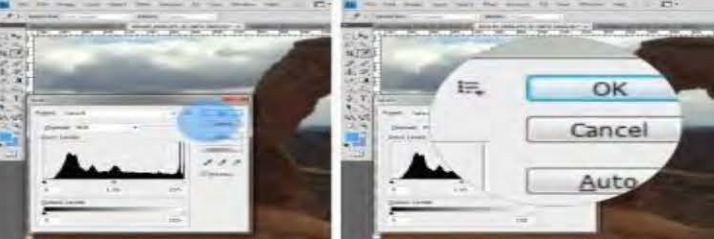
- ✓ Help people who have trouble hearing .
- ✓ Some of these newer style head phone can be connected to Mobile phone .
- ✓ Many include smart phone applications that allow users to adjust





2- **Screen magnification software:**

- This software enlarges everything on a computer screen from words to images
- Allow people with low vision to interact with the computer.



3- **Alternative communication software:**

- Help people with speech and language disabilities communicate with others. these are software for the computers capable of converting a written text to speech or vice.

4- **Sport tools :**

- Paraclimbing tools : allow climbers with limb difference to climb mountains.



- Assistive technology can assist in carrying out ordinary and extraordinary activities..
- There are many other tools that you can search for ,such as:
  1- Soccer ball that make sound .
  2- Tricycles (handbike) ,which can be powered by hands and it has 3 wheels.







Q1: Choose the correct answer from the following options:

1- …………………… is a way that converts letters into prominent symbols that can be read by touching.

a-Braille b-screen c- earpiece

2- Screen zoom software is used to help people who suffer from --------

a-Hearing impairment b -visual impairment c- limb loss

3- ……………… is a device that allows non-speakers to speak.

a-Screen b - Sports equipment c- Speech Synthesizer

4- ………………….. is a device that helps people with hearing impairment.

a-Medical hearing aids b-Sports equipment c- Braille

5- ....Program is used to write reports.

a-Screen zoom software b-Word program c-Medical hearing aids

6- Screen magnification software enables ……….

a-Showing Information b-Hearing the information c-Printing papers

7- Helps people of determination (of a missing limb) to practice their daily life.

a-Prosthetic leg b- Keyboard c-Camera

Q2: Put (√) or (×):

1-Albert line lost his leg and relied on earphones to perform his duties. ( )

2-Assistive technology is a technology that helps people of determination go about their dailylives. ( )

3-Screen magnification software is used to help people who lost a limb. ( )

4-Screen zoom software helps people with visual difficulties. ( )

5-Braille transforms letters into prominent symbols and can be read by touching. ( )

Q3: Choose the correct answer :

Prosthetics	earphones	Braille keyboard	speech synthesizer

people with disabilities depend on.................. to enter words into the computer.

people with disabilities need .... to convert written speech into sound for ease of communication.

Warriors who lost parts of their body as a result of explosions depend on ....

Lesson 6
Common ICT problems and solutions

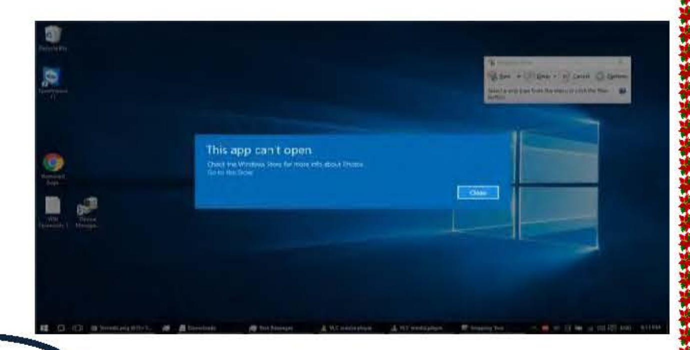
- The ICT tools like (personal computer – lap top – tablet) help you in many things in your life to do tasks like:
  search on the internet or writing paragraph or home work by word or you can play games ,but you may face someproblems .



Problem1 : an application won't open

Possible solution for a windows PC :

- Restart your computer and try again . You check that you software is up to date.
- Uninstall and reinstall the app.



Problem2 : The Mouse cursor isn't working



Possible solution for a windows PC :

- Make sure you connect the mouse cable to the correct place in the motherboard . it is best to restart you device after that.

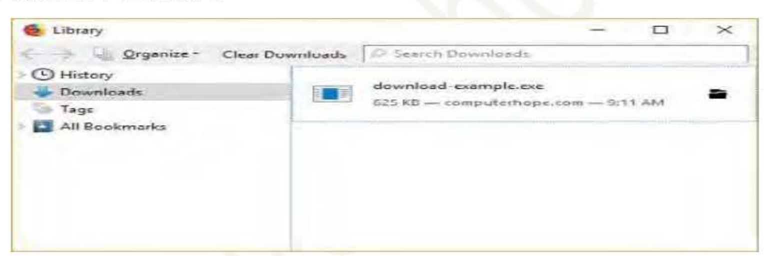
- There might be a defect in the mouse and you might need to replace it.

Problem3: You couldn't find a file

Possible solution for a windows PC :

- Check your download folder.
- If you are looking for a Microsoft Word file , look in yourDocuments.
- If you are looking for a photo , look in your Picture folder.
- Use the search box next to the start menu .





Problem4: You screen freezes



Possible solution for a windows PC :

- Click on (Del) + (Alt) +(Ctrl) together or restart the computer .
- Power off your computer and restart.

Problem5: The Keyboard isn't typing

Possible solution for a windows PC :

- Make sure you connect the keyboard cable to the correct place in the motherboard .
- It is best to restart your device after that.
- If the problem isn't solved , there might be a defect in the keyboard and you need to replace it .

Note in all the problems , if you cannot solve the problem ask your teacher or family for help.



Choose the correct answer :

1- The command responsible for closing all the applications on the personal computer orlaptops is …………….

a- Alt + Ctrl + Del   b- Alt + Del + Shift   c- Alt +Del + Tab

2- It is preferable to……………….. after repairing or reinstalling the mouse to the device.

a-connect the power charger to the device

b- check electrical connections   c-restart the device

3- When there's a problem opening one of the Apps on your computer, you might need to ………………….

a-restart your device   b- replace the mouse   c- replace the keyboard

4- You want to find a file in your pc, you should ……………

a-restart the device.   b- press on Del+Alt+Ctrl   c- use the Search Box

Lesson 7
Collecting & analyzing and graphing data

Collect: you can collect data from a variety of sources , common sources include :



- Books and articles (digital or print)
- Records (such as logs and reports)
- Surveys
- Experiments

Note :

- Scientists and archaeologist can search to solve problems
They collect, analyze and graph data .

- It is very important to be certain that the information you are collecting is accurate ,always be sure to use sources that can be trusted

Analyze:

- when you analyze the data you've collected you review your findings, then you interpret what those findings mean .
- You can use the data to find out what happened , what is likely to happen next, and what should be done .
- You may have a lot of data . The best way to interpret a lot of data is to look for trends in the information

Graph

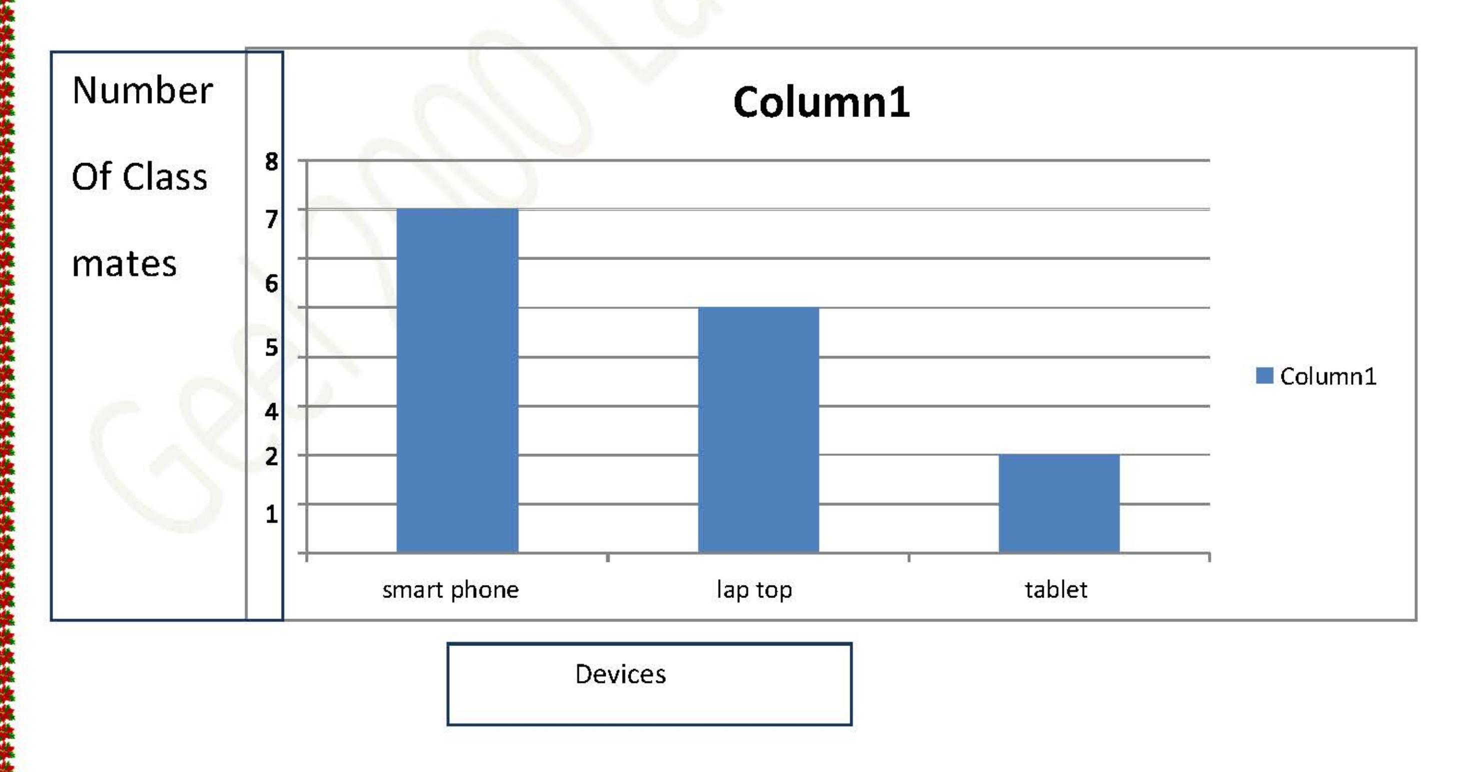
- Once you have analyzed the information you collected, you are ready to graph the information
- A common graph is a bar graph .
- Bar graphs clearly present and compare different categories of information.
- You can draw graph on paper, or make them on computer using software like Excel.



Example:

Nesma interviewed her classmates about what their favorite devices were . In total, she interviewed 14 classmates. She collected their answers and sorted them into groups.This is the information she analyzed:

- Seven classmates said their favorite device was a smart phone.
- Five students said their favorite device was a laptop .
- Two students said their favorite device was tablet. After Nesma analyzed the information , she graphed it :





Q1: Put (√) or (×):

1- Books and magazines are sources of data collection. ( )

2- You can collect data from many different sources. ( )

3- Researchers always have to use published articles to report their information.( )

4- Surveys and experiments are one of the most important sources of data collection. ( )

Q2: Choose the correct answer from the following options:

1-Scientists and archaeologists can .... to solve problems.
a-write b- search c-read

2-The best way to interpret a lot of Data is to look for ………………
a-Trends b- whats App c- Facebook

3-When you analyze the data you've collected, you review your …………….
a-data b- findings c- information

4-The best program for analyzing data is …………………
a-MS. Word b- MS. Excel c- MS. PowerPoint

5-The students do a...........inside the class to collect Data about their favorite technology tool.
a-survey b- experiments c-interviews

6- .... is an easy way to express survey results.
a- Experiments b-Books c- Graph

Q3:Choose the correct answer

(Data collection – data sources – Bar graph – paper – excel)

1- The most common graph is ……………………..……………….

2- From……………………………….books and references.

3- You can draw graphs on ……………………..…………..

4- One of the most popular application for using graphs ……………………….

5- In .... …..you must ensure that the information is correct.

Lesson 8
Reporting findings

Research report the information they gather in many different ways.

To make reports about your results: Use:

- Digital articles
- Social media
- Email
- Interview
- Video calls
- Digital blogging
- TV shows



Archeologists make reports about their information using the:

1- Inteview
2-TVshows
3- Social media



Tools for preparing reports and results :

1- Digital blogs

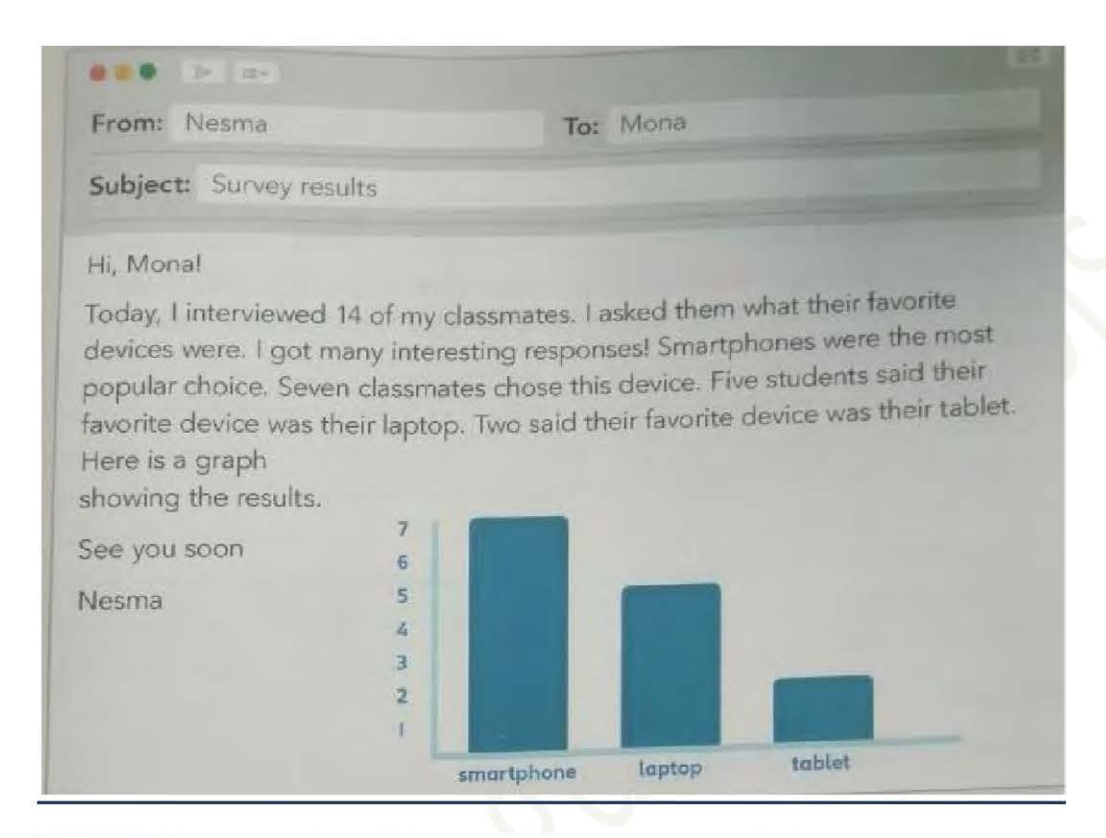
They are electronic memos, is one of the typed ofwebsites.

2- E-mail:

- Writing , sending and receiving electronic messages through electroniccommunication systems (YAHOO – HOTMAIL –GMAIL ETC).
- A common way to report data is through email. You can write a short report inan email and attach files related to it.

Example:

Send email to your friend to tell him about the data you gathered and sendthe graph to him.





Q1: Choose the correct answer from the following options:

1- ....is used to express your personal opinions on the internet.

a-Digital blog b- E-mail c-GPS

2- Before you show your results on charts, you should .....

a - Share it online with others. b-Analyze them c-Remove them.

Q2:Choose the correct answer

(E-mail – text messages – digital blogs – communication – digital publishedarticles)

1-The use of modern means of communication, especially different social ....

2-……………….. is a method of writing , sending and receiving electronic messages.

3-Type by using a mobile phone keyboard.

4-………………….. they are electronic notes or websites that displays information .

5-The authors of these works do not get paid……………………………… .

THEME

2

Digital safety

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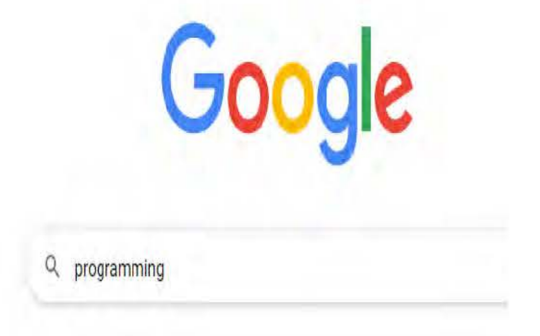
Security precautions

Lesson 1
Explorer in Action

- The internet can give us access to information on all kinds of information , scientists and researchers have been able to learn everything about particular topics, such as what happened with the biologist “Ms.Ullah” in exploring what she didn’t know before.

Online search steps :

1- Select the information to be search .
2- Think about good search terms (keyword).
3- Check the information and result reached.
4- Review the information and reach its validity and credibility .
5- Write down the sources of the information reached.



ترجم هذه الصفحة ▾ Comp... › wiki › https://en.wikipedia.org
Computer programming - Wikipedia
Programming involves tasks such as analysis, generating algorithms, profiling algorithms' accuracy and resource consumption, and the implementation of ...
Debugging · Profiling (computer · Executable · Programming tool

ترجم هذه الصفحة ▾ comp... › https://www.khanacademy.org
Computer programming - Khan Academy
Learn how to program drawings, animations, and games using JavaScript & ProcessingJS, or learn how to create webpages with HTML & CSS.

ترجم هذه الصفحة ▾ int... › course › https://www.udacity.com
Introduction to Programming Online Course - Udacity
Learn the basics of **programming** through HTML, CSS, Python, and JavaScript. Get extensive practice with hands-on exercises and projects that demonstrate your ...

ترجم هذه الصفحة ▾ what-is-progra... › blog › https://hackr.io
What is Programming? [Beginner's Guide] - Hackr.io
A **programming** language provides a way for a **programmer** to express a — ٢٠٢٢/٠٥/٣٠

There are some problems we face while searching for information, including :

1- Not verifying the credibility of the information and reaching in correct information .
2- Do not access the correct keywords to search.
3- Frequent and conflicting information about the same search area.



Q1: Put (√) or (×):

1- Internet web is not important for obtaining information. (   )

2- E-mail is used to share data and communication among friends. (   )

3- Internet helps us in finding the information we want. (   )

4- One of dangers of the internet is that others can use your personal data. (   )

Q2: Choose the correct answer from the following options:

1- Personal information and opinions that express their owner which are available forreading and downloading in various sites are ------------

a- Published articles

b- E-mails

c- Text messages

Q3: Rearrange the sentences below:

(   ) Cross check facts by trying to find them in more than one place.

(   ) Decide what information you want to find out.

(   ) Look carefully at the information that you have found.

(   ) Tell the reader where the information came from.

(   ) Think about the search terms or key words you will use.

Lesson 2
Online dangers and how to be safe

Communication online :

- There are many ways to communicate online such as computer , phone , tablet



- People may use instant messaging , email, direct message



But be careful some people communicate online to be unkind or to steal personal information .

- Be sure you know who you are chatting with .
- Always be kind and honest when communicating with other .
- If someone is unkind or makes you feel unsafe , you can make block



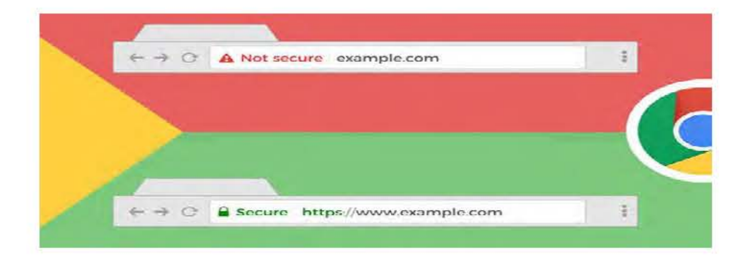


Block means: the person cann't see your post or contact you.

Personal information: include your address, your name and the name of your school

Unsafe website:

- Don't click on links that you are unsure of.
- If you accidentally view an unsafe or inappropriate site . leave the site and tell your teacher or family member who can help you feel safe.



Sharing data online :

- Don't share personal data without asking your teacher and family member if it is ok .
- If you share your personal data online . you may receive spam message.

Spam:

- mail includes , unwanted messages to advertise products or gather more information from you. The message may also include viruses.
- If an email includes an unfamiliar address , un know links , or message in ALL CAPITAL LETTERS , its might be spam

- make sure that only your friend and family can view your information on social media
- Think before you post something about yourself especially a photo or video .

Downloading files:

- be carefully before you download files . some files have viruses.

Viruses can damage your computer or be used to track your information .
Check the website before you download a file . is it a trusted ? if you are not sure , you shouldn't download files from it .

- when you are using the internet , you might want to **download a file.**
- This saves it to your computer so that you can look at it later, without being connected to the internet.





Q1: Choose the correct answer from the following options:

1- Messages calling for unreal advertisements on your email are---------
   a- download files   b- spam   c- personal data

2- Your friend sent you a friend request on a social networking site, youmust… . .
   a-close the device   b - delete the friend request   c- check his identity

3-……… ……..includes your name, address and your date of birth.
   a- Personal data   b- Spam   c- Download

4- Your friend sent you a file and you want to save it on your device, you should..
   a- Download the file.   b - Block   c - Scanner

5- You shouldn't communicate with…………… on social media sites.
   a- Your school friend.   b- a friend of you
   c- Unknown person wants to share yourinformation.

6- When someone mistreats you on the internet, you should ……………….
a. Block him and tell one of your family members.
b. Send him a bad message.
c. Send a bad message to your friends.

Q2: Put (√) or (×):

1.Block is considered one of the ways to communicate with your colleagues or friends on theinternet. ( )
2. You can download files on your device without an internet service. ( )
3. When someone is blocked, they can see your posts. ( )
4. E-mail is considered personal information. ( )

Q3.Complete the sentences, use the words from the box:

Block	download	instant message	personal information	spam

1- An email from an unknown address that includes advertisements is likely to be ……………………………..
2- When you .... a file, you save it to your device.
3- If you .... someone, they will no longer be able to contact you or view your account.
4- Think carefully before you share address or other ....Online.
5- You can use .... to communicate with friends.

Lesson 3
Using ICT tools in a healthy and ethical way

Posting online :

- When you tag someone on social media , make sure to ask them permission first .
- It shows that you respect their privacy .
- You identify that person in post , photo , or video .
- Anyone who has access to your account can see it .
- The tag provides a link to person's profile .
- Before you post something ask yourself

Crediting others:

- When you are looking for information to post online , or to include in power point presentation , it's important to credit sources that provide you with information that you share with others .

> When you **credit** a source of information , you let others know where the information you are sharing came from.

Respecting the law :

- when you are posting online or researching topics
  1- Be sure to respect the law
  2- Don’t go on banned sites . Banned sites may publish inaccurate and harmful material .
  3- Ask your teacher or a family member before you go on mew site

> **Remember:** To use ICT tools wisely and ethically .Know when to put your device down .Stay active ,social and be responsible .

The positive and negative effects of ICT tools:

Positive effects	Negative effects
• ICT tools have become a wonderful part of everyday life .	• You may come across something online that upsets you .
• You can read the news with just a click of the mouse.	• You can get eye strain or headaches from using your devices too long
• You can upload and download videos and photos and view them whenever you want.	• Some people may rely on searching on Google to answer all their question even though it doesn't always give the right answer
• You can communicate with friends and family anywhere in the world.	



Q1: Put (√) or (×):

1- To respect the law go on banned sites (   )

2- You can read the news with just a click of the mouse from positive effects of ICT tools ( )

3- It's no harm getting your friend's information without his permission. ( )

Q2: Choose the correct answer from the following options:

1-One of ethical behavior is to..........................a source.

a-ignore b-credit c- mention

2-It's a software, which you can use to create presentations.

a-Windows b- MS Word c- PowerPoint

3-This type of sites can may publish inaccurate and harmful material.

a- Trusted sites b- Scientific sites c- Banned sites

4-When you tag someone, the tag provides a .... to the person's profile.

a- link b- message c-request

5- From the advantages of ICT tools ….

a-Bullying your friends

b- Helping people of determination

c- Excess usage of electronic devices.

Lesson 4
How to search online

Searching safely :

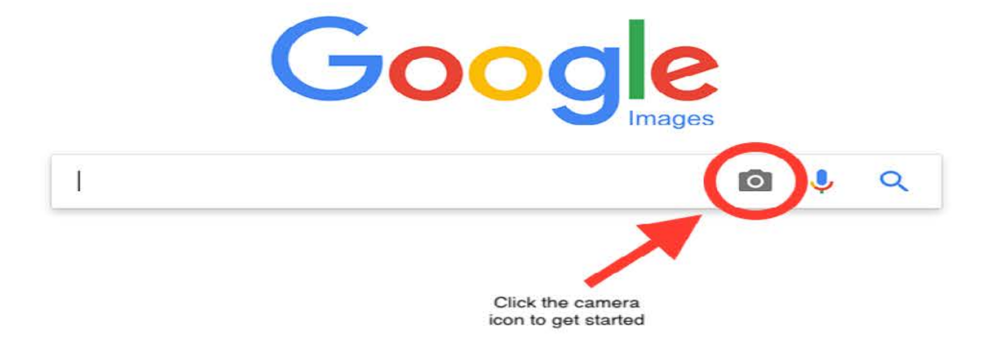
- Take advantage of the benefits of browser security features.
- Choose browsers that warn users when they're about to enter an unsafe site or download a harmful app.
- Some popular browsers have search engines set up just for children, they will only show result that are age appropriate ,may also include a parental control app and helpful safety tips for children .
- Pay attention to unsafe video content , and make sure you see the right content.
- Be sure to show your teacher or family member.

Searching smartly:

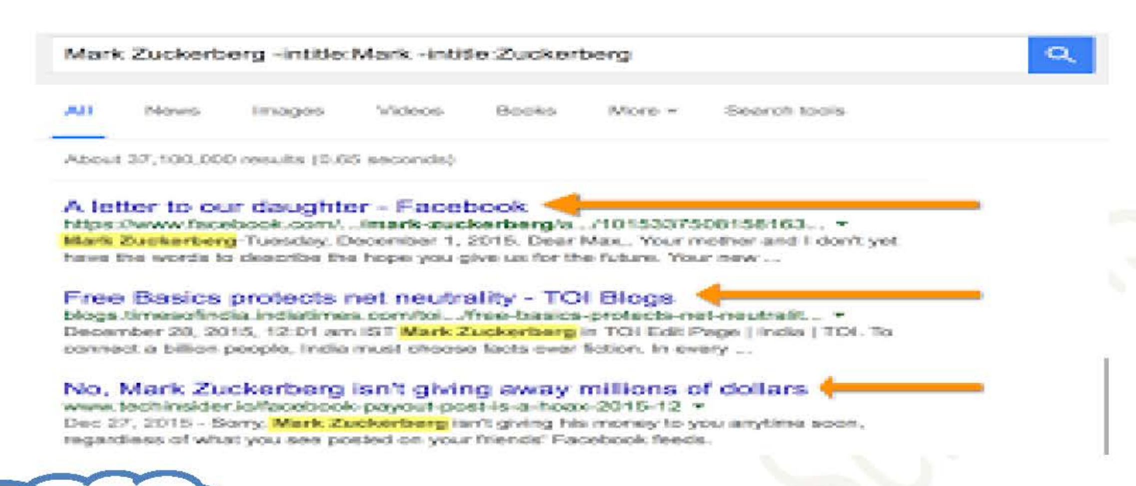
- Type longer phrases, not just a couple of words.



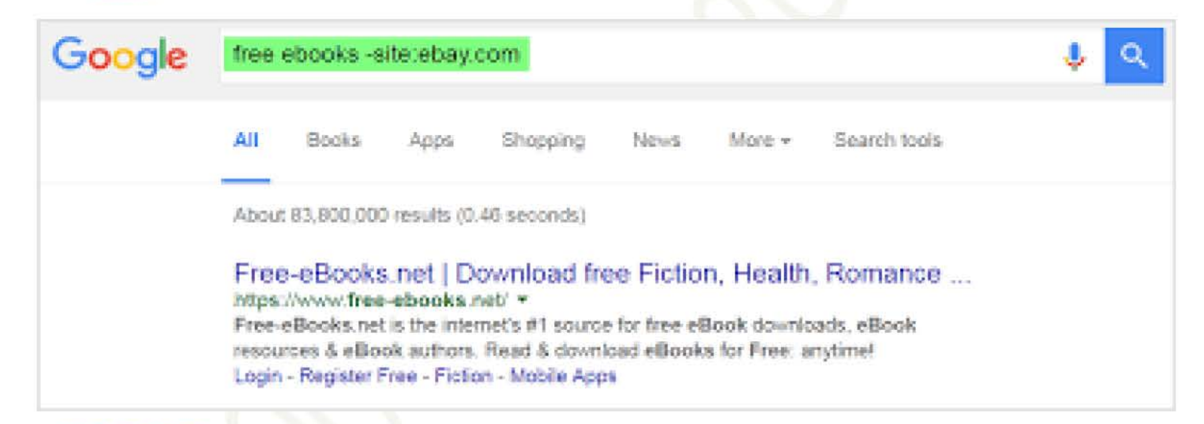
- Distant from common and general keywords
- Adding photo to you browser if you search for specific information .



- Distance from the letters of kindness and definition to ignore browsers and use symbols such



- Sign (-) -→ for unwanted or unnecessary result



- Sign ("") → for customize the search and limit the result .

- **Browser :** is an application or program used for web search.
- **The search engine :**application or program used to access information on the internet .
- **The result:** a list of result collected and presented based on a search process.



Q1: Put (√) or (×):

1. Choosing search words helps us get the required search results. ( )
2. The quotation mark "" is used to summarize the search results that you want. ( )
3. You must ask permission before posting any information related to your friends. ( )

Q2: Complete the sentences, use the words

(Browser - search engine - results)

1- a software application that carries out web searches (.........................)

2- a software application that is used for accessing information on the internet (.............................)

3- a list that is compiled based on a search. (......................)

Q3: Complete the sentences, use the words

(+ / - / " ")

1-To include the words like the, and, how, where in your search write ... before the word

2-To ignore results with some keywords write................ Before words you would like the search engine to avoid.

3-(.........................) Help to narrow your search to the exact wording.

Q4: Choose the correct answer from the following options:

1-If you are looking for a specific sentence, put this sentence ....

a- within quotation marks " "

b- before the symbol (-)

c- within brackets ( )

2-Safe search methods on the internet are many, including ....

a- use of blocked sites

b- use of search engines dedicated to children

c- use of short words

Lesson 5
How to check whether information Online is true

- ✓ **Online sources provide too much valuable information, yet there are reliable sources for information .**

Unreliable online sources:

- ✓ The information received may be credible, but it also contains (personal opinions , errors , lies) and loses credibility such as :
- ✓ Social media sites and websites .
- ✓ "WIKI" sources and blogs are open source and not very reliable .

Confirming reliable sources:

- ✓ While reviewing online sources , you should make sure :

1- Check to make sure the date of the publication is current.

2- Check the authors –who are they? Are they experts in their field? Ask your teacher or family member to help you check .

3- A reliable source will be well – written , with almost no mistakes.

4- The design of the page will look professional.

Websites with .gov , .org and .edu can be credible

.gov → range of web sites for government agencies.

.edu:→is a special scope for educational institutions (teacher and universities)

.org: is non – governmental organization and often no profit domain .

EKB (Egyptian Knowledge Bank (Reliable Source)

- **Offered free access to free library to Egyptian Citizens .**
- **Library contains material on various subjects**
- **All information has been verified as accurate.**

- ✓ Reliable Egyptian platform, where the Egyptian authorities make tremendous efforts to protect citizens from unreliable electronic sources , where the accuracy of all its data has been confirmed , and all Egyptian citizens have been granted access to it and benefit from its sources.



Q1: Put (√) or (×):

1- The Egyptian Knowledge Bank website is a trusted source in terms of content.( )
2- (.edu.eg) links it is run by non-profit organizations. ( )
3- "Wiki" source and blogs are not very reliable. ( )
4- Unreliable sources of info feature well- written text , which is virtually error-free ( )
5- Reliable sources Check to make sure the date of the publication is current. ( )

Q2: Complete the sentences, use the words

(.gov.eg - .edu.eg - .org.eg - .com)

1- Egyptian organizations (......................)
2- Commercial sites (.......................)
3- Government sites (.......................)
4- Educational sites (.......................)

Q3: Compare between Reliable and Unreliable Sources

Lesson 6
Who can help you with online problems?

Online bullying and how to avoid it :

Bullying : is repeated unkind behavior towards someone .

- ✓ Online bullying can include posts ,messages or texts.
- ✓ They may be shared with just you , or with others .
- ✓ It can be hard to escape this kind of bullying , it may make you feel trapped.
- ✓ You make sure not to contact anyone you don't know and to ask your teacher or family member for help in any situation that may be dangerous to you .

Online identity theft:

- Your identity , or a family member's identity , may get stolen online.
- When this happens , someone uses your personal information .
- They may have access to your social media accounts .
- They could see your address , email , or phone number.



What can you do about online problems ?

- ✓ You don’t have to solve online problems on your own .
- ✓ When you face them , be sure to talk to your teacher or a family member about it .
- ✓ They may feel that people in authority should get involved ,this can include

the police or the general department for combating internet crimes in Egypt

Remember:

- ✓ All these problem are common and may cause fear or helplessness ,you can always get help .
- ✓ No matter how embarrassed or scared you may fell tell a trusted adult person and your local police department and the Egyptian government are dedicated to protecting you too.



Q1: Put (√) or (×):

1-One of the dangers of the internet is that others can use your personal data. (   )

2-Communicating with unknown to you may expose you to bullying. (   )

3-Don’t add unknown people to your friends list in social media sites. (   )

Q2: Read and choose :

1- **Your friend is getting bullied online. He/ She is upset. What do you say to yourfriend?**

a. “You’re being a bit silly about this. Get over it!"

b. “Let’s bully them back!"

c. “We should get their personal information and post it for everyone to see. Then they willstop.”

d. “You need to tell your teacher or a family member, even if you don’t want to”

2- **You accidentally end up on a website that includes bad language and scary images.What do you do?**

a. Forward it to a friend and ask if this is something you should show to your teacher or afamily member.
b. Look for contact information on the site so you can send a complaint.
c. Leave the site immediately. Ask your teacher or a family member to help set parentalcontrols on your device.
d. Leave the site immediately, and never go online again

3- **Your saw a post by your colleague that offends you on a topic, what should you do?**

a- Block him

b- Bully his opinion

c- Do not comment

4- Your personal picture was found on the internet on an account that is not yours and with adifferent name. This is considered………………….

a- Identity theft

b- Bullying

c- With holding your information.

Lesson 7
My personal digital safety plan.

Create strong passwords:

- ✓ It's important to have a strong password.
- ✓ If your password are easy to guess, people can get into your computer or accounts .**This is called hacking** and the people who do it are called hackers
- ✓ Don't use the same password for all your accounts . If someone gets your password, they will be able to access your other accounts.
- ✓ It is tough to remember a lot of passwords . Use a password manager or keep a list of your password in a safe place , where you can access them .
- ✓ Your password shouldn't include your name or other personal details . It should be at least eight characters long .A strong password will include (letters , numbers , and special characters) .



Choosing anti-virus software:

- ✓ A computer virus can cause big problems , such as sending an email to everyone on your computer or deleting your files .
- ✓ You should always protect your devices with anti-virus software.
- ✓ Choose software that protects your devices and is easy to use.
- ✓ A good anti-virus software catches viruses before they affect your device
- ✓ It can also remove viruses that already affected your device .
- ✓ It can fix damaged files.



Be carful while using the internet:

- ✓ You should be aware of the importance of staying safe while using the internet .
- ✓ You can be safer by using different passwords for you accounts on different websites including social media platforms like Facebook and email sites .
- ✓ You also need different password for your digital devices (computer ,laptop tablet and mobile phone) by installing antivirus software on those devices.

- There are websites that offers security services for your accounts.
- They do this by giving you instructions to follow for creating password for your personal accounts .
- Make sure you choose strong password which nobody can guess.



Q1: Complete the sentences, use the words

(Anti-virus - Hacker - Virus - Hacking)

1- Someone get into your computer or accounts. (..........................)

2- Type of computer program that loaded on to a user's computer without the user's knowledge and performs malicious actions. (.........................)

3- A kind of software used to prevent, scan, detect and delete viruses from a computer. (……………………..)

4- The activity of identifying weaknesses in a computer system a person who finds and exploits the weakness in computer systems. (..........................)

Q2: Choose the correct answer from the following options:

1- Choosing an easy password may expose you to …………….

a-Hacking b- virus c- bullying

2- To create a strong password, It must not consist of less than .... characters.

a-Eight b- nine c-four

Q1: Put (√) or (×):

1- Viruses that may infect your computer can lead to problem like delete your files ( )

2- It is not important to have a strong password ( )

Lesson 8
Practicing what you learned

- Researchers and scientists prepare digital reports about the subject of their studies using various programs .
- They sometimes make documentaries and post them on their person blogs or publish them online to spread their findings and benefit people as best , such as :

Power point "presentation" :

- ✓ A fun way to present idea to others .
- ✓ You can make text to look interesting by using "word art ".
- ✓ You can also make your presentation as a book .
- ✓ Your book may include images and texts about the search , so you can add some fun audio effects .

Powerpoint : is a Microsoft program that creates a slideshow of the material you want to present .

Video:

- ✓ You can make your own video to present your research .
- ✓ You don't need film sets or expensive cameras to make a video.
- ✓ You can make one on a laptop , tablet or cell phone.
- ✓ You can record yourself presenting your ideas , You can interview others and include them in your video.
- ✓ You can also add more details and fun effects with different sounds and image.
- ✓ There is a special video software you can download to help you .
- ✓ make sure an application is safe before you download it

Posters:

- ✓ If you don't have access to a device, you can still present your idea effectively.
- ✓ Choose fun colors when writing information including art , like: drawing , photos or cutouts.
- ✓ Always make sure that the text is large enough for others to read from a distance .
- ✓ Present your thoughts clearly .
- ✓ Don't forget to mention the source of your information.



Q1: Complete the sentences, use the words:

(Video – Poster – Power point)

1-A Microsoft® program that creates a slide show of the material you want to present. (……………………..)

2-One of digital report ways which you can create using your camera. (………………..)

3-Digital report which you can use If you don't have access to a device.(… …………..)

Q1: Put (√) or (×):

1- To make posters Always make sure that the text is large enough for others to read from a distance . (   )

2- Power point "presentation" You can make text to look interesting by using "word art ". (   )

Revision

(A)Complete the following sentences with suitable words between brackets.

(e-mail - screen zoom software - eye fatigue - calculator - CPU)

1- ………………helps people with visual impairment read e-books and e-magazines.
2- Spending a lot of time using technology causes ------------
3- A means of communication and exchanging messages among work members, which is --------
4- Pascaline machine is the first version of -----------
5- controls data and the way it is processed.

(Screen – Medical hearing aids – Mentioning the owner of information – Pascaline machine – quotation marks)

1- The …………………displays information (texts, photos, videos).

2- ……….is one of the most important things to consider when sharing information.

3-………………….helps people with disabilities who suffer from hearing problems.

4-To get specific search results, you have to add ………………………..to the sentence.

5-The era of mechanical revolution was characterized by ………………………..

(personal data – digital blogs– Operating system – Screen zoom software – Microphone)

1- Opinions that express its owner, published on the internet are called -----------
2- Your name, address and date of birth are considered ---------
3- -------------------is a tool that helps people with visual impairment to read digital books.
4- -----------------------enables to enter sounds into computer.
5- -------------------is considered a necessity to allow any computer device to work.

(Word – GPS– Operating system Windows – Hearing aids- Kids Search – Restart the device)

1- Tourists depend on ....………..to determine the location.

2- …………………………Is necessary to operate any computer.

3- Using .... ………engine is one of the ways for kids to search on the internet.

4- You can write your CV or your research using……………… Program.

5- ……………………………..helps people who suffer from hearing problems.

6- In case you couldn't open an application, you should …………………

Question bank

Question 1: Put (√) in front of the correct sentence and (X) in front of thewrong one.

1- Input devices in computer work on processing data. ( )

2- Internet web is not important for obtaining information. ( )

3- The magnetometer is used to determine directions via satellites. ( )

4- Screen zoom software helps people with visual difficulties. ( )

5- CPU is a type of software. ( )

6- Block is considered one of the ways to communicate with your colleagues or friends on the internet. ( )

7- The earth's penetrating radar is used to detect underground minerals. ( )

8- Information is the final result we get after processing the data. ( )

9- Data entry is the last stage of access to final information. ( )

10- Braille transforms letters into prominent symbols and can be read by touching. ( )

11- Removing Word program from your device helps solve most problems. ( )

12- Books and magazines are sources of data collection. ( )

13- Output devices help in processing data. ( )

14- You can download files on your device without an internet service. ( )

15-E-mail is used to share data and communication among friends. ( )

16- Choosing search words helps us get the required search results. ( )

17- Word processing software is a type of device. ( )

18- You can see what you're doing in your device by looking at the display screen. ( )

19- Internet helps us in finding the information we want. ( )

20- One of the dangers of the internet is that others can use your personal data. ( )

21- GPS is used to find places you might need to visit. ( )

22- Scanner is used to print images from your computer on paper. ( )

23- The operating system is not necessary to deal with the computer. ( )

24- Satellites appeared in the era of the mechanical revolution. ( )

25- When someone is blocked, they can see your posts. ( )

26- The quotation mark "" is used to summarize the search results that you want. ( )

27- It's no harm getting your friend's information without his permission. ( )

28- Archaeologists use ground penetrating radar to find objects above the ground. ( )

29- Global Positioning System (GPS) connects to satellites to determine locations. ( )

30- The Pascaline, is an example of technology from the Pre-Mechanical Age. ( )

31- Electricity was first used during the Electro-Mechanical Age. ( )

32- A keyboard is a device used to output data. ( )

33- We use scanners to transfer text and images from paper to our computers. ( )

34- The Central Processing Unit (CPU) is a type of software. ( )

35- Assistive technology is a technology that helps people of determination go about their daily lives. ( )

36- If you can't find a file, you should restart your computer. ( )

37- You can collect data from many different sources. ( )

38- Researchers always have to use published articles to report their information. ( )

39- Surveys and experiments are one of the most important sources of data collection. ( )

40- You must ask permission before posting any information related to your friends.

Question 2: Choose the correct answer from a,b or c :

1 ------------ is a way that converts letters into prominent symbols that can be read by touching.

a-Earpiece b- Screen c- Braille

2 -------------- is used as a means of communication in modern times.

a-E-mail b- Pencils c- Pens

3 ----------- are used to communicate with audio and image.

a-Video calls b- Digital articles c- Digital blogs

4-It is preferable to ---------------after repairing or reinstalling the mouse to the device.

a-connect the power charger to the device

b- check electricalconnections

c- restart the device

5-The component responsible for entering the data for

the computer is the _________

a-keyboard b- CPU c- printer

6-The camera and microphone are used in -------------

a-published articles b- text messages c- video calls

7 --------------- is used to express your personal opinions on the internet.

a-Digital blog b- E-mail c- GPS

8-Screen zoom software is used to help people who suffer from --------

a-hearing impairment b- visual impairment c- limb loss

9-Messages calling for unreal advertisements on your email are----------

a- download files b- spam c- personal data

10 -------------- is used to copy paper inside the computer.

a-Display screen b- Scanner c- Speech installer

11-One of the devices that word processing software needs

to write onyour computer is -----------

a-keyboard b- the printer c-speakers

12 ------------------- is a device that allows non-speakers to speak.

a-Scanner b- Printer c- Speech Synthesizer

13-Your friend sent you a friend request on a social networking site, you

must ________

a-close the device b- delete the friend request

c- check his identity

14-The era of the electronic revolution was characterized by

the existenceof ______

a-laptop b- printer c- hydrographic symbols

15-One of the advantages of ICT tools is ----------

a-data theft b- helping people with disabilities

c- overuse ofelectronic devices

16-------------is a device that helps people with hearing impairment.

a-Speakers b- Printer c- Medical hearing aids

17 ------------- enables you to take the audio clips out of the computer.

a- The mouse b- The speaker c- The screen zoom software

18- When there's a problem opening one of the Apps on your computer, you might need to --------

a- restart your device b- replace the mouse c- replace thekeyboard

19--------------includes your name, address and your date of birth.

a-Personal data b- Spam c- Download

20-Personal information and opinions that express their

owner which areavailable for reading and downloading in

various sites are ------------

a-Published articles b- E-mails c- Text messages

21-One of the attached devices that you use during video calls is the -----------

a-printer b- scanner c- camera

22- Information is considered the processing product of -----------

a-data b- digital blogs c- e-mail

23 -------------- Program is used to write reports.

a-Screen zoom software b- Word program c- Medical hearing aids

24-The --------------- is responsible for processing data.

a-printer b- screen c- CPU

25-You want to find a file in your pc, you should ……

a-Restart the device. b- Press on Del+Alt+Ctrl c- Use the Search Box

26-The command responsible for closing all the applications on the personal computer or laptops is ……….

a-Del+Alt+Ctrl b- Alt+del+Tab c- Del+Tab+Shift

27-Your friend sent you a file and you want to save it on your device, you should ……..

a-Download the file. b- Block c- Scanner

28-You shouldn't communicate with............... on social media sites.

a-Your school friend. b- a friend of you.

C- Unknown personwants to share your information.

29-From the advantages of ICT tools ….

a-Bullying your friends. b- Helping people of determination

c- Excessusage of electronic devices.

30-Screen magnification software enables ……

a-Showing Information b- Hearing the information

c-Printing papers

31- When someone mistreats you on the internet, you should ……..

a- Block him and tell one of your family members.

b- Send him a bad message.

c- Send a bad message to your friends.

32- Before you show your results on charts, you should …..a-

Share it online with others.

b- Analyze them.

c- Remove them.

32- The speaker allows …….

a- Input Audio data

b -Output audio data.

c-Printing papers

33-Helps people of determination (of a missing limb) to practice their dailylife

a- Prosthetic leg.
b- Keyboard
c- Camera

35- The timeline of technological evolution is……a- Word, Pen, Typewriter

b- Typewriter, Pen, Word.
c- Pen, Typewriter, Word.

Question 3: (A) Complete the following sentences with suitable words between brackets.

(e-mail - screen zoom software - eye fatigue - calculator - CPU)

1 -------------helps people with visual impairment read e-books and e-magazines.
2- Spending a lot of time using technology causes ------------
3-A means of communication and exchanging messages among work members, which is --------
4-Pascaline machine is the first version of -----------
5--------------controls data and the way it is processed.

(B)Complete the following sentences with suitable words between brackets.

(Screen – Medical hearing aids – Mentioning the owner of information –Pascaline machine – quotation marks)

1- The -----------displays information (texts, photos, videos).
2 - ………………..is one of the most important things to consider when sharing information.
3-helps people with disabilities who suffer from hearing problems.
4- To get specific search results, you have to add ---------- to the sentence.
5- The era of mechanical revolution was characterized by -----------

(C)Complete the following sentences with suitable words between brackets:

(personal data – digital blogs– Operating system – Screen zoom software –

Microphone)

1- Opinions that express its owner, published on the internet are called -----

2- Your name, address and date of birth are considered ---------

3- is a tool that helps people with visual impairment to read digital books.

4- ------------------------enables to enter sounds into computer.

5- --------------------- is considered a necessity to allow any computer device to work.

(D) Complete the following sentences with suitable words between brackets.

(Word – GPS– Operating system Windows – Hearing aids- Kids Search – Restart the device)

1- Tourists depend on................ ………….to determine the location.

2- Is necessary to operate any computer.

3- Using.................. …….engine is one of the ways for kids to search on the internet.

4- You can write your CV or your research using .... ………….Program.

5- Helps people who suffer from hearing problems……….

6- In case you couldn't open an application, you should …………………..

Question 4: (1) Match from column (A) that suits it from column (B)

(A)	(B)
1- It enables me to locate the places I am interested to visit	a- Wheel chair
2- It enables me to write letters and numbers	b- Camera
3- It helps me to move if I have a prostheses	c- GPS
4- It enables me to enter my photo at the present	d- Personal data
5- It includes my name, address and date of birth	e- Keyboard

The answer : --

(A)	(B)
1- It enables you to identify objects buried underground	a- Quotation marks
2- It enables you to account for the search results that you want	b- Books and magazines
3- It helps people with visual impairment to read e-books	c- Ground penetrating Radar
4- One of data collection sources	d- Digital blogs
5- Opinions that express their owners which are published on the internet	e- Screen zoom software

The answer : --

(A)	(B)
1- Is used to input texts and images from paper into the computer.	a- Browsers
2- Is used to search on the internet.	b- GPS
3- Is used to locate things via satellite	c- Video Calls.
4- Is used to communicate with your friends audio-visually.	d- Scanner.

The answer : --

(A)	(B)
1- Keyboard	a- Outputs audio data
2- Speaker	b- View visual data as images.
3- Screen	c- Is used to communicate with your friends audio-visually.
4- Personal information	d- Inputs Letters and Numbers.
5- Video Calls	e- Like Name, Address and birthdate.

The answer : ---

(A)	(B)
1- A conversation between two or more to get information about a certain topic.	a- Spam
2- One of the digital sources which enables you to get information.	b- Download
3- Downloading files from the internet into your device.	c- Electronic Books.
4- An Advertisement about one of the products or to get information about you.	d- Interviews.

The answer : ---

Question 5: Read the following sentences, and put a line under your choice

1- Your teacher asked you to write an article about (Detecting Computer's malfunctions), so you need to

a-Define the article title, (Computer Games- Reasons of Computer'sMalfunctions).

b-Define the suitable sources to collect data and information for yourresearch (Make an interview with your teacher or friend- Blogs).

c-How do you attract your fans to read your research (Put an attractivetitle- Speaking outside the framework of your research).

2- Your friend asked you to help him in searching for a file on the computer, you should

a- Open (Scanner- Computer).

b- Define (File Name- Printer).

c- Choose (Word Program- Search Box).

3-The CD is considered from the (Digital - Printed) Sources.

4-The preferred sources for collecting data (Social media sites- Surveys and experiments)

5-To easily read the collected results, you can use (Charts-Blogs).

6-Someone took a picture of you without your permission; this action is (inappropriate- appropriate).

7-One of the advantages of the ICT tools is (Downloading a photo to use it ona research or an article- Bullying Friends).

8-Computer malfunction is a/an (Impossible- Possible) Thing.

Key answer

Question 1: Put (√) in front of the correct sentence and (X) in front of the wrong one.

Question number	The answer	Question number	The answer
1	F	21	T
2	F	22	F
3	F	23	F
4	T	24	F
5	F	25	F
6	F	26	T
7	T	27	F
8	T	28	F
9	F	29	T
10	T	30	F
11	F	31	T
12	T	32	F
13	F	33	T
14	F	34	F
15	T	35	T
16	T	36	F
17	F	37	T
18	T	38	F
19	T	39	T
20	T	40	T

Question 2: Choose the correct answer

Question number	The answer	Question number	The answer
1	C	19	A
2	A	20	A
3	A	21	C
4	C	22	A
5	A	23	B
6	C	24	C
7	A	25	C
8	B	26	A
9	B	27	A
10	C	28	C
11	A	29	B
12	C	30	A
13	C	31	A
14	A	32	B
15	B	33	B
16	C	34	A
17	B	35	C
18	A		

Question 3: (A) Complete the following sentences with suitable wordsbetween brackets

A	
Question number	**The answer**
1	screen zoom software
2	eye fatigue
3	e-mail
4	calculator
5	CPU

B	
Question number	**The answer**
1	**Screen**
2	**Mentioning the owner of information**
3	**Medical hearing aids**
4	**quotation marks**
5	**Pascaline machine**

C	
Question number	**The answer**
1	**digital blogs**
2	**personal data**
3	**Screen zoom software**
4	**Microphone**
5	**Operating system**

D	
Question number	**The answer**
1	**GPS**
2	**Operating system Windows**
3	**Kids Search**
4	**Word**
5	**Hearing aids**
6	**Restart the device**

Question 4: (1) Match from column (A) that suits it from column (B)

1	
A	B
1	C
2	E
3	A
4	B
5	D

3	
A	B
1	D
2	A
3	B
4	C

5	
A	B
1	D
2	C
3	B
4	A

2	
A	B
1	C
2	A
3	E
4	B

4	
A	B
1	D
2	A
3	B
4	C

Question 5: Read the following sentences, and put a line under your choice

1	
A	Reasons of Computer's Malfunctions
B	Make an interview with your teacher or friend
C	Put an attractive title

2	
A	Computer
B	File Name
C	Search Box

3	
A	Digital
B	Surveys and experiments
C	Charts
D	inappropriate
E	(Downloading a photo to use it on a research or an article
F	Possible